



MINIMUM REQUIREMENTS FOR SUBMITTAL OF TENANT IMPROVEMENT PLANS

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The major codes adopted by the City of Upland are:

2010 CBC, CPC, CMC, CEC, CRC, CAL GREEN, ENERGY CODE, 2010 CA FIRE CODE

I. SUBMIT TO THE BUILDING DEPARTMENT:

7 COMPLETE SETS OF PLANS - in ink and drawn to scale, minimum size 24" x 36" sheets.

ALL ITEMS LISTED BELOW SHALL BE IDENTIFIED ON THE PLANS and when required by the Architectural and/or the Professional Engineers Act, the plans shall be stamped and wet signed by the architect or engineer.

II. CLEARANCES REQUIRED:

- Planning Department
- Fire Department
- Health Department if Food Establishment

III. PLANS SHALL CONSIST OF:

A. PLOT PLAN

- Fully dimensioned with north arrow.
- Lot lines, street / alleys.
- All existing buildings and improvements including parking.
- Show floor area of: Building, Tenant Improvement, & show use of adjoining spaces.
- Address and location of Tenant Improvement.
- Show Type of Construction, Occupancy Classification, number of stories, sprinklers, and area separation walls.
- Path of travel for disabled from street, parking spaces, and the building.

B. FLOOR PLAN

- Fully dimensioned, double lined, showing use of all occupied space (office, storage, etc.).
- Exits (number, width, distance to, direction of, hardware requirements, etc.), including corridors and hallways.
- Detail all fixed elements of construction (walls, partitions, cabinets, ceiling, fixtures, etc.), and/or removal of fixed elements.
- Sanitary facilities.

C. TYPICAL WALL(S) SECTION.

- Indicating stud size, height, spacing, insulation wall finish, and structural connections.



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D. PLUMBING PLANS

- Provide plumbing isometric/schematic showing water, waste, vents, cleanouts, and gas.
- Size all lines and show type of material to be used.

E. MECHANICAL PLANS

- Provide mechanical isometric/schematic, size all ducts.
- Location of return air.
- Location of any and all fire dampers.
- Method and amount of combustion air.
- Location of all HVAC units and weight. Structural analysis is/may be required.
- Kitchen hoods (provide complete details as applicable).

E. ELECTRICAL PLANS

- Provide single line diagram showing service, feeders, panels, conductors, disconnects, over current protection, grounding methods, and service load calculation.
- Provide panel schedule with circuit identification, description of circuits, and volt/amps.
- Provide fixture plans and schedule showing all outlets, switches, lighting, exit signs, and emergency power.
- Location of fixed appliances and exhaust fans.
- Indicate all hazardous electrical locations as applicable.
- Engineering, if applicable, with stamp and signature on plans.

F. ENERGY COMPLIANCE

- Energy calculations as required by Title 24.
- Mechanical calculations, including the MECH-1 certificate of compliance form and related applicable forms and information.
- Lighting calculations, including the LTG-1 certificate of compliance form and related applicable forms and information.

Note: Incorporate all the requirements of the energy calculations and mandatory measures on the plans.

G. ADDITIONAL INFORMATION TO BE INCLUDED ON PLANS

- All conditions of approval issued by the Planning Department.



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H. DISABLED ACCESS

- When existing buildings are altered, or structural repairs or additions are made, the buildings shall comply with all provisions for new buildings except as modified. Access requirements shall apply to the area of specific alteration, structural repair or addition to include:

- 1- Primary entrance.
- 2- Primary path-of-travel to the specific area of alteration, repair or addition.
- 3- Sanitary facilities, drinking fountains and public telephones serving the area.

Exception: When the total cost of work does not exceed the valuation threshold based on the most current "ENR US20 Cities" average and the enforcing agency finds there is unreasonable hardship, compliance may be limited to actual work of the project. An unreasonable hardship exists when the cost of providing entrance, path-of-travel, sanitary facilities, drinking fountains and public phones is disproportionate to the cost of the project; that is, where it exceeds 20 percent of the cost of the project without these features.

Where cost is disproportionate, access shall be provided to the extent possible without incurring disproportionate cost. Priority in providing accessibility should be giving to these elements in the following order:

- 1- An accessible entrance.
- 2- Accessible parking.
- 3- An accessible route to the altered area.
- 4- At least one accessible toilet for each sex.
- 5- Accessible telephones.
- 6- Accessible drinking fountains.
- 7- Accessible elements such as storage and alarms.